

www.telltennessee.org

February 14 - March 11

As part of Tennessee's First to the Top initiative, education leaders are asking school-based educators to complete the

TELL Tennessee Survey
(Teaching, Empowering, Leading and Learning)
in 2011 and 2013

This is an opportunity for every school-based, licensed educator to
"TELL Tennessee"
if they have positive teaching and learning conditions, which research has shown to be important to student achievement and teacher retention.

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What is “TELL Tennessee” ?

*The state’s educational leaders want to ensure that **every** Tennessee educator has the supportive environment necessary to help students achieve at the highest levels.*

TELL Tennessee is a statewide survey of school-based, licensed educators that assesses teaching conditions at the school, district and state level.

This February, take the **ANONYMOUS SURVEY** and
TELL US WHAT YOU NEED.

TEACHERS & ADMINISTRATORS:

*This is your chance to **TELL** policymakers what you need to do your jobs well.*



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Survey runs from February 14–March 11, 2011

"I vigorously encourage all teachers to anonymously express their perceptions about the conditions which influence both the teaching and learning climate in schools so that we may help all students in Tennessee "Reach the Top." Remember TELL: Teaching, Empowering, Leading, and Learning is what teachers do everyday in our efforts to create a better tomorrow for students in our state and across our nation."

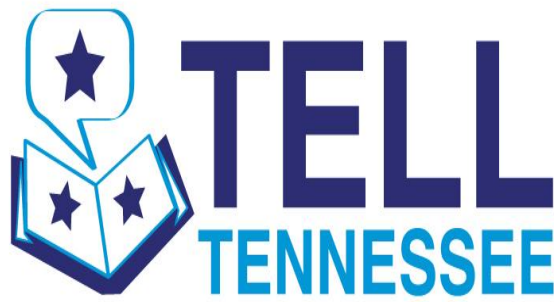
—2011 Tennessee Teacher of the Year, Dr. Cheryl Deaton

The state’s education leaders want to ensure that every Tennessee educator has the supportive environment necessary to help students achieve at the highest levels. The TELL Tennessee Survey is an opportunity for every educator to “TELL Tennessee” if they have positive teaching and learning conditions, which research has shown to be important to student achievement and teacher retention.



Toll free number for the Help Desk
1-888-280-7903





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TELL Tennessee is the *first statewide* opportunity for all school-based, licensed educators in Tennessee to provide input on learning conditions such as:

- Time during the day for collaborative instructional planning
- School and teacher leadership
- Facilities and resources
- Professional development
- Other supports needed for teachers to do their jobs well.

These data will help school-based educators and state and district policymakers improve instruction, learning, and retention.



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About TELL Tennessee:

- ***Anonymous***, online survey of every school-based certificated educator.
- ***Survey open: February 14 - March 11.***
- ***From any Internet location***, using an individual and anonymous access code.
- ***Anyone can view the response rate at ANY school during the survey window at www.telltennessee.org.***
- ***Results available online in April*** for schools with at least 5 educators and 50% response rate. **Schools should strive for a 100% response rate.**



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About TELL Tennessee:

- The survey is about the school environment - not about any one person or individual.
- Anonymous access codes insure that survey takers cannot be linked to responses.
- While there are a few demographic questions on the survey, the answers to ***these questions are only reported at the state level, and NOT at the district or school level.***
- **There are no questions** on the survey that specifically ask about subject areas or grade levels.

Why is it important to complete the TELL Tennessee survey?

Growing body of research shows the importance of positive teaching conditions to student learning and teacher retention.
(<http://www.newteachercenter.org/tlcsurvey/index.php#tlc>)

Education leaders in Tennessee want to hear from every school-based, licensed educator so they can make the best decisions about facilities and resources, professional development and planning time. **TELL Tennessee** will provide these data and much more.

YOUR voice will help inform the decisions that are made not only at your school, but in your district and across the state.

This survey replaces the CREP Professional Development Survey for Teachers used in prior years.



How will teachers receive their anonymous access codes?

Principals will receive a packet of letters the week of February 7-11 and will be responsible for disseminating them in a timely and appropriate manner (instructions included).

Principals will be encouraged to:

- Work collaboratively with members of the staff who represent TEA.
- **Hold a faculty meeting to disseminate the letters randomly and ask teachers to switch their letters once received.**
- Ask the TEA representative or other teacher leader to distribute letters to anyone not present at the meeting.



Assuring Anonymity and a High Response Rate

- Principals are asked **NOT** to require teachers to sign any sort of paper indicating that they have received the letter or completed the survey!
- **Principals and district staff track the response rate on line during the survey period** (www.telltennessee.org)
- Survey results are not available until the survey closes.
- Survey results are made public only for schools with at least 5 teachers and a response rate of 50% or more.
- There are no questions on the survey that specifically ask about subject and grade levels.
- No demographic data will be available for individual schools.

WHO is being asked to complete the survey?

All certificated school-based educators (teachers, librarians, coaches, supervisors, principals, administrators, media coordinators, counselors, psychologists, social workers, speech therapists etc.) **Each school should strive for a 100% response rate.**

What if a licensed educator works in more than one school?

Licensed educators working in more than one school should complete a survey for each school in which they work.

Are central office licensed personnel included?

No. Only school-based, licensed educators.

Do administrators receive separate access codes from the teachers?

No. All anonymous access codes will be in the packet of letters that is sent to the principal.

Do the Administrators take the same survey as teachers?

No. They will use the same website (www.telltennessee.org) to access the survey using one of the anonymous access codes on the letter. At the very beginning of the survey the viewer will be asked to select the position in which they work at the school.

When the principal selects “Administrator” he/she will then receive a bank of questions that have been specifically designed and are similar to the questions for teachers, however, they are intended for administrators to help assess district and state level supports needed to do their jobs well.

How are the administrator results reported?

To ensure anonymity of all respondents, all responses for administrators are only reported at the state level.

How long does it take to complete the survey?

TELL Tennessee takes approximately 30 minutes to complete. You must complete it in one session and be sure to click “submit” when you are finished.

How do I obtain additional codes if the number provided was too low? Principals, other school leaders and staff may contact the HELP desk (1-888-280-7903) to request additional access codes once the site opens.

How do I correct the count of licensed staff?

Work with your technology staff to insure that current assignments for all school-based, licensed educators are uploaded from the district’s student information system to TNDOE’s EIS database. Doing so will insure that the data will be correct the next time a count is taken.

HELP DESK

WHO can I call if I need help, lose my access code, or don't receive an access code?

There will be a toll-free **Help Desk 1- 888-280-7903** available 7:30 AM-4:30 PM Monday through Friday during the survey window.

Anyone (principals or teachers) not receiving codes should contact the Help Desk at 1-888-280-7903 once the survey window opens.



Who administers the survey?

The New Teacher Center. NTC is a national organization dedicated to supporting the development of a high-quality teaching force. NTC has conducted similar surveys in other states and provides induction and professional development for teachers and principals across the country.

Since 2008, the NTC has collected more than 415,000 surveys in 10 states, providing critical information to the faculty in more than 10,000 schools about issues such as planning time, facilities and resources, professional development, school and teacher leadership and other aspects of the school environment that can influence teacher effectiveness.

<http://www.newteachercenter.org/tlcsurvey/index.php>

All data and responses are housed at the NTC, not at TDE.

NTC provides dedicated and customized website to access:

- The survey via individualized, anonymous 6 digit access code through letters to schools.
- Real time **response rates** per school, LEA and state during the administration window.
- Help desk via web, email and phone throughout survey.
- The results by school, LEA, state (after embargo period) including full results, summary with excel download.



When will the results be ready?

Results will be posted online in mid-April. A seven day embargo period will be given which allows individual schools and districts to review their results prior to the public announcement.

Where can the results be viewed?

www.telltennessee.org

Results show answers to every question by school*, district and state.

**For every school that reaches the minimum response rate of 50% and at least 5 teachers.*

- Results can be downloaded in Excel format.
- There will be Guides for Districts and Schools on how to use the data for school improvement planning.
- State results will be analyzed and reported in Fall 2011.

Assumptions Influencing Survey Design

- The survey must be anonymous.
- Some method of survey security is necessary to ensure educators take the survey once.
- Email is not a viable way to reach educators to access the survey.
- Results for schools with sufficient response should be shared with educators.
- Teaching conditions are about schools, not individuals.
- The survey collects all school based educators' perceptions about school learning conditions.
- **This survey replaces the CREP Professional Development Survey for Teachers used in prior years.**

Why Teacher Working Conditions Are Important

- Teacher working conditions matter for students and teachers and other school-based educators.
- Survey results can be provided at school, district and state levels for school improvement planning.
- NTC provides data, analyses, and reports to policymakers using data from those who matter most in improving student achievement: educators.
- The work is research driven and is now part of national education reform work.



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Please take the next few minutes to reflect on any questions you may have.



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